



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

OCT 20 2006

MEMORANDUM FOR      Secretarial Officers  
                                 Heads of Operating Units

FROM:                      Deborah A. Jefferson *Walt/John*  
                                 Director for Human Resources  
                                 Management

SUBJECT:                      Property Management Critical Elements

As part of the response to recent incidents involving missing government property (e.g., laptops), the Office of Human Resources Management was tasked with the development of mandatory critical elements for all Department of Commerce (DOC) Property Management Officers, Property Accountability Officers, and Property Custodians.

A working group was convened to draft the three elements and the bureaus were given an opportunity to provide comments. A number of bureaus recommended that these responsibilities would be better represented as part of an existing performance element rather than as stand-alone elements. Given the current environment and the need to correct deficiencies, a decision was made to mandate that these elements be incorporated as written, into Fiscal Year (FY) 2007 performance plans for all employees with these responsibilities and to revisit this issue for the FY 2008 performance appraisal cycle.

Given this new requirement, we would like to remind the bureaus of certain provisions of the Department's appraisal systems. There are currently four non-Senior Executive Service appraisal systems in the Department: 5-level, Demonstration Project, Alternative Personnel Management System, and 2-level. Under the 5-level system there are a maximum of five elements permitted and no element may be weighted less than 15 percent. Under the Demonstration Project there is a limit of 6 elements and a 5 percent minimum weight for all elements. For the Alternative Personnel Management System there is a maximum of 6 elements and the total weight for all elements must equal 10. This requirement applies to the employees remaining under the 2-level appraisal system.

Issuance of the appropriate element and standard to non-bargaining unit employees assigned this type or work should be made immediately. Assignment of the standards to bargaining unit employees should begin only after bureaus meet any duty to bargain in regards to this matter.

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The attached elements must be incorporated into the appropriate FY 2007 plans as applicable. If you have any questions, please contact your servicing human resources office.

Attachments

cc: Principal Human Resources Managers

## **Property Management Officer**

**Critical Element:** Property Management Function

**Objective:** Provide direction, leadership, and general supervision in the implementation and maintenance of the property management program.

### **Results of Major Activities:**

A Property Management Network consisting of Property Accountability Officers (PAOs), Property Custodians (PCs), and Property Boards of Review (PBR) are established, trained, certified and maintained to ensure the Department of Commerce is accountable for its property and information.

Inventory schedules are developed and implemented; inventory progress is monitored; property records are reconciled with the property accounting system; and required reports are prepared and submitted.

One or more PAOs are appointed in writing to account for and control all of the personal property within their assigned jurisdictions. PAOs are provided with disposition instructions in accordance with the Federal Property Management Regulations.

Procedures for the repair, rehabilitation, and or disposition of property are implemented. Loss, theft, or damage of property is investigated according to established procedures.

Actions required by the PBR are coordinated and provide a recommendation.

### **Criteria for Evaluation**

PBR members are appointed in writing within 2 weeks of vacancy or establishment of a new Board.

95 percent of PBR members must be trained prior to reviewing incident reports.

Inventory schedules must be developed no later than the end of July in preparation for the current Fiscal Year (FY) inventory.

PAOs must be appointed in writing within 15 business days of appointment or within assuming that position.

Property Management Network (not PBR) members receive formal training on Federal Property Management Regulations and processes.

## **Property Accountability Officer**

**Critical Element:** Property Accountability Function

**Objective:** Administer and maintain a system of control and accountability for personal property.

### **Results of Major Activities:**

Custodial areas are defined and Property Custodians (PCs) are recommended.

Physical inventories are reconciled by investigating and resolving discrepancies in conjunction with the Property Office (PO) and PC.

Form CD-52, "Report of Review of Property" is reviewed, verified and submitted for approval to the Property Management Officer (PMO).

The property inventory program is managed; excess property is properly disposed of and the appropriate inventories are scheduled and performed.

The process for receiving accountable property is adhered to; Form CD-50, "Personal Property" or equivalent from the PCs are reviewed and approved.

Acquisition documentation is provided to PC for newly acquired property.

### **Criteria for Evaluation**

Physical inventories are reconciled within 30 calendar days after completion of the inventory.

Form CD-52 is reviewed for accuracy and supporting documentation submitted for approval to the PMO within 5 business days of receipt.

Form CD-50 or equivalent, is reviewed, verified, and approved within 5 business days of receipt.

Custodial areas are defined within 10 working days of appointment, as necessary.

## **Property Custodian**

**Critical Element:** Property Custodian (PC) Function

**Objective:** Maintain all accountable personal property within the designated area.

### **Results of Major Activities:**

Personal property accountability is established for the custodial area. Reports for lost, damaged, or destroyed property are submitted to the Property Accountability Officer (PAO) for review and approval.

For newly acquired property, bar codes are affixed to accountable and "sensitive" items and an acquisition document is completed and provided to the Property Office (PO) after approval.

The appropriate Property Management Network member is notified if a division or office receives property directly from a vendor. A receiving report is completed for all accountable property acquisitions that are delivered to a division or office, which are not received and processed through the appropriate Property Management Network member.

Exit clearance procedures and accounts for all assigned property are monitored and enforced to ensure that all property is appropriately accounted for.

Property passes are issued, filed and terminated to ensure that employees return property and are held appropriately accountable for issued property, as applicable.

### **Criteria for Evaluation**

The custodial area reports an inventory accuracy rate of at least 95 percent with no more than 5 percent of the property not found or missing. Any discrepancies found in the annual inventory report is reconciled within 30 calendar days of the inventory report.

Form CD-50, "Personal Property Control" or equivalent is submitted to the PO within 10 business days of receipt or transfer. When an employee no longer serves as the PC, ensure the employee receives a signature on the CD-50 or equivalent from the PO releasing the PC from accountability.

Ensures that property passes are regularly monitored to renew or terminate existing passes where applicable.

Across the custodial area, at least 95 percent of the property must be listed under current employees or contractors. Lost, stolen, damaged or destroyed property is reported in a security incident report within 2 business days of date of incident.

Lost, stolen, destroyed, damaged, surplus, or unserviceable property is detailed and submitted on Form CD-52 "Report of Review of Property" within 5 business days from date of incident. Employees are held accountable for property lost, damaged or destroyed while in their possession, specifically where carelessness or negligence is involved.